

ANSTON PARK INFANT SCHOOL

February 2019

Dear Parents / Carers

Attendance

I would like to remind you that the classroom doors open at 8:50am for the morning session and registration starts promptly at 9am.

This 10 minute slot is an ideal opportunity for parents / carers to work with their child or meet with the class teacher, although we do appreciate that this is not always possible when parents have other children to take to school, are travelling on to work or have other commitments. Please allow yourselves plenty of time to travel and to park your car safely if applicable.

May I also remind you that you should exit the school building through your child's class entrance door and must not walk through the hall.

When a child arrives late, they miss out on essential instructions given at the beginning of the session. This can significantly reduce achievement, regardless of academic ability. Children may also feel embarrassed arriving to the classroom when everyone else is settled on the carpet. Furthermore, when one pupil arrives late, it can disrupt the entire class and the class teacher who may then have to repeat some of the learning.

If your child does arrive late, you must sign in at the office, providing a reason, to ensure they are accounted for in the event of a fire or other emergency.

In the event of a child's illness, please contact the office as early as possible. If your child is well enough to attend school but is receiving medication, we can administer prescribed medication on completion of a form which can be obtained from the school office.

Finally, please remember that children should be in school whenever possible during term time. Please try to arrange dental/health appointments outside of school time, family holidays in school holidays etc.

I would like to thank you for your support in ensuring your child attends school regularly and promptly. If you do have any concerns or difficulties regarding your child's attendance and require support, please do not hesitate to contact me.

Yours sincerely

A.L Tyler
Headteacher